



HUMAN RESOURCE
MANAGEMENT DIRECTORATE

DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105



JDRP-HRE

MEMORANDUM FOR ADMINISTRATIVE CONTACTS AND ELIGIBLE
EMPLOYEES IN ORGANIZATIONS SERVICED BY HQDA CIVILIAN
PERSONNEL ADVISORY CENTER

SUBJECT: Thrift Savings Plan Open Season

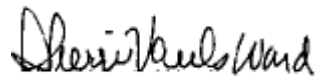
1. The next Thrift Savings Plan (TSP) open season begins 15 April 2003 and ends 30 June 2003. During the open season, employees may begin contributing to the TSP or may change the amount of their TSP contributions. Employees covered by the Federal Employees Retirement System may elect to contribute up to 13% of the basic pay they earn each pay period. Employees covered by the Civilian Service Retirement System may elect to contribute up to 8% of the basic pay they earn each pay period. (NOTE: Employee contributions are subject to the Internal Revenue Service (IRS) annual limit of \$12,000 in 2003. A TSP Update for this open season is available on the Human Resource Management Directorate (HRMD), HQDA, Civilian Personnel Advisory Center (CPAC) website at www.hqda.army.mil/pesw/. Employees are encouraged to review the information in the *Summary of the Thrift Savings Plan for Federal Employees* (5/2001) before making any TSP decisions. Detailed information on the TSP investment funds can be found in the *Guide to TSP Investments*. These guides and additional information are available on the above website and on the TSP web site at www.tsp.gov.

2. To make or change a contribution election, employees must use the Army Benefits Center – Civilian (ABC-C). Instructions for accessing and making TSP changes through the Employee Benefit Information System (EBIS) are located at the ABC-C web site at <https://www.abc.army.mil>. ABC-C also has an Interactive Voice Response System (IVRS), which may be contacted at 1-877 ARMY CTR (276-9287) or, for the hearing impaired, 1-877 ARMY TDD (276-9833).

3. Elections received before 31 May 2003, will be effective 1 June 2003. Elections received during June, will be effective no later than the first full pay period after the ABC-C accepts the election. The employee's leave and earnings statement will reflect this election.

4. It is each employee's responsibility to ensure that appropriate TSP elections and information are submitted to the ABC-C by COB 30 June 2003. Late submissions will not be accepted unless the employee can prove that the late submission was beyond his/her control. It is critical that changes be made correctly in the system as only one change can be made during an Open Season. When making changes in ABC- C, suggest employees verify the transaction has been accepted by viewing their projected TSP transactions 24-hours after effecting the change.

5. In our continued commitment to provide advisory services to our customers, the HQDA CPAC remains available to assist in resolving problems with benefits transactions, advising on where to obtain forms and information through ABC-C and/or other sources, and ensuring that up-to-date instructions and information are available. If there are any questions on the TSP Open Season, please call (703) 693-8792 or DSN 223-8792.

A handwritten signature in dark ink, appearing to read "Sherri Vauls Ward". The signature is fluid and cursive, with the first name "Sherri" being more prominent.

Sherri Vauls Ward
Director